

Board Meeting Minutes

Day/Date/Time:	Wednesday/August 15, 2018/6:00 PM
Location:	Ted Foley's Shop
Attendees:	Ted Foley, Stephanie Neurer, Barry Shaffer, Cassie Tompkins (CM Pro Services)
Excused:	Bryan Nelson
Members Present (#):	0
Called to Order:	8:05 AM
Called to Close:	9:08 AM
Duration:	1 hour/3 minutes
Minutes Prepared By:	Stephanie Neurer, Secretary
Minutes Approved:	

Agenda

BOARD VOTED IN FAVOR (3 to 0) for the following action: Meeting minutes for August are approved.

Recurring Business:

1. Design Review(s)
2. Review Compliance Issues
3. Management Report
4. Gate Updates
5. School Bus Stop(s)
6. Electrical Box Key
7. Member Suggestions
8. Improve Communication with Membership
9. Flooding
10. Mailbox Shelter
11. Picnic Tables
12. Back Gate Potholes
13. Tree Removal
14. Bridge Repair
15. Board Vacancy

New Business:

1. Gate Keypad
2. Assessment Months

Recurring Business:

1. Design Review(s)

Exterior changes/modifications must go through the Design Review process

- DRC Guidelines (as stated in CCRs) currently do not exist
 - Survey being reviewed to collect member feedback
 - Design Review Document to be first priority with new board members

2. Review Compliance Issues

Issues with compliance notices, concerns from homeowners and special circumstances to discuss

3. Management Report

Cassie provides Management Report prior to each monthly meeting for discussion/approval

- **BOARD VOTED IN FAVOR (3-0) for the following action:** August Management Report is approved.

4. Gate Updates

- Guardian to improve back gate with fencing/pedestrian gate and remove large rocks used to eliminate cars from driving around the side gate(s) – later in the year

5. School Bus Stop(s)

Discussion on improving or moving the bus stop for safety purposes. Still getting many reports of unsafe activities

- Back bus shed?
 - Back bus shelter will go in front of the existing light in the easement on the corner
 - LVB will have to get documentation for easement with current homeowner which will stay in place should they sell the property

6. Electrical Box Key

TPU said we shouldn't have a key because it is the meter

- We need a key to turn off power to street lights
- Can we move the meter?
- Cassie working on getting a key

7. Member Suggestions

Member contacted the board to provide suggestions for improvement.

- Announce Board long-term goals and track progress toward achieving them – add to website

8. Improve Communication with Membership

Suggested ways the Board can improve communication with homeowners.

- Biannual community meeting (in addition to Annual Membership Meeting)
- More updates on current projects – email blasts

9. Flooding

BOARD PREVIOUSLY APPROVED: Get DrainPro into the community ASAP the next time we get a heavy rain so they can research the flooding on 33rd

- Ted will let Cassie know next time the street is flooded

10. Mailbox Shelter

BOARD PREVIOUSLY APPROVED: Build shelter above mailboxes

- Ted has drawing will get quote for materials and recruit building team
- Postmaster has to approve
- L&B workers
- Access & liability

11. Picnic Tables

BOARD PREVIOUSLY APPROVED: Bryan researched picnic tables and found drawings/plans

- Bryan and Ted to build 3 more picnic tables

12. Back Gate Potholes

There are 2 potholes outside the back gate by the street (24th):

- Looker going to fix when fixing the bridge

13. Tree Removal

Removal of a leaning tree past bridge

- Cassie to contact Department of Ecology – tree is in the wetland

14. Bridge Repair

Bridge needs to be repaired, culvert is sinking and road is deteriorating

- Looker fixing

15. Board Vacancy

Need to appoint a member to fill a vacancy on the board until the next Annual Meeting

New Business:

1. Gate Keypad

Numbers on the keypad are not visible

- Barry to use a sharpie

2. Assessment Months

Shifting assessment months so dues are paid earlier before the end of the year

- Need to discuss further